

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 14-03

**Education Specialist
Dallas, Texas**

Closing Date: Open Until Filled

Salary: \$44,606 – \$72,553 (CL 26)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

The primary responsibilities of this position is to utilize various methodologies to educate external and internal customers on CM/ECF and associated local court applications. The incumbent also provides support to multiple functions of the CM/ECF administration team, including oversight, forms development, web content publishing, and data analysis. This position is located in the United States Bankruptcy Court Clerk's Office and reports to the CM/ECF Administration Supervisor.

Representative Duties

- Updates operational procedures materials to communicate modifications of CM/ECF and associated applications to court staff. Develops, prepares, and updates training aids and manuals.
- Serves as content editor for all manuals ensuring consistency of style and format. In conjunction with CM/ECF Specialists, documents and updates operational procedures on the court's website, user manuals and forms, and keeps all procedural documentation and training aids consistent with current operational procedures.
- Consults divisional managers and supervisors to identify and understand staff development needs and how technology dictates the development of new skill sets. Develops training or other learning materials and tools based on those needs, and delivers training to staff.

- Assists the CM/ECF Administration Supervisor in performing quantitative and qualitative analysis of education program effectiveness. Provides reports and updates to supervisor regarding error trends and recommends training solutions.
- Assists with testing new software updates, documenting dictionary changes and other system modifications for ease of accessibility, improved accuracy, and functionality.
- Performs quality control, case management, and docketing functions on an ongoing basis.

MINIMUM REQUIREMENTS:

The selected candidate should have a minimum of three (3) years proven experience with CM/ECF procedures, practices, regulations, and terminology. Excellent written and verbal communication skills with the ability to communicate and work with all levels of employees within the court. Demonstrated ability to draft and/or write professional training procedures, memoranda, and related materials. Skill in oral presentations and the ability to produce accurate, thorough, and high quality work products.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college, along with operations experience in a public sector environment and knowledge of the judiciary's policies and procedures is highly desirable.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a cover letter with current resume and salary history to:
Human Resources #14-03, U.S. District Court, 1100 Commerce Street, Rm. 1452, Dallas, Texas 75242, or submit by e-mail (in Word only) to: humanresources@txnd.uscourts.gov

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.